

Department of Education and Early Childhood Development
Class Cap Guidelines
2018-2019 School Year

Definitions

- “Soft cap” is defined as the stated cap (i.e. P-2 = 20, Gr 3-6 = 25, Gr 7-9 = 28 and Gr 10-12 = 30).
- “Hard cap” is defined as the stated cap + 2 students.

Effective date

- Note that these caps shall apply on September 30th of each school year. It is understood that there may be enrolment fluctuations throughout the year after this time.

Class Size Guidelines

1. Classes for grades Primary to Two are capped at 20 students (soft cap), up to 22 students (hard cap). Creating combined classes or multi-age groupings are appropriate to meet this cap.
2. Classes for grades Three to Six are capped at 25 students (soft cap), up to 27 students (hard cap). Creating combined classes or multi-age groupings are appropriate to meet this cap.
3. Classes for grades Seven to Nine are capped at 28 students (soft cap), up to 30 students (hard cap). Creating combined classes may be appropriate to meet this cap.
4. Classes for grades Ten to Twelve are capped at 30 students (soft cap), up to 32 students (hard cap). Creating combined classes may be appropriate.
5. Combined classes have multiple grade levels in one room. The cap for a combined class shall be the cap for the lowest grade level.
6. Class caps are applicable to all classes, at the applicable level, in all education entities.
7. A class may exceed the hard cap in the following circumstances:
 - School Capacity—When, in order to meet the class size cap, the creation of an additional class or classes is necessary and the school does not have the space to accommodate the additional class(es), the class cap shall not apply.
 - Exceptional Circumstances—The class size cap can be exceeded in exceptional circumstances in order to accommodate issues of class configuration or class composition.

Procedures when exceeding hard cap

A principal may determine that it is best for their school to have a class(s) exceed the hard cap, related to school capacity (space) or exceptional circumstances. While school capacity (space) is relatively easy to define, it is recognized that “exceptional circumstances” is more difficult to define, and may vary from school to school.

1. Principal reviews school’s situation and their rationale with their immediate supervisor.
2. Principal reviews school’s situation and rationale with the affected teachers.
3. If there is agreement with the group of affected teachers, the principal will review the situation and rationale with the School Advisory Council (or recognized equivalent).
4. If there is not agreement with the group of affected teachers, the principal contacts their immediate supervisor to discuss ways in which classes do not exceed the hard cap.

Example 1:

An elementary school with student enrollment requiring 9 classrooms to meet class cap guidelines includes 3 combined classrooms. The Principal and teachers discuss alternative scenarios that would allow for fewer combined classes, however, two affected classrooms would need to exceed cap by 2 students in order to accommodate the reconfiguration.

The teachers are not in agreement as to the merits of the alternative. The Principal maintains the original configuration.

Example 2:

A small Junior High with student enrollment requiring 7 classrooms to meet class cap guidelines includes one combined Grade 7 and 8 classroom. The Principal and teachers review student profiles and curriculum and determine that exceeding cap guidelines in grade 7 using a different configuration of 7 classrooms would be preferred.

The Principal advises their supervisor and then meets with SAC, receiving endorsement of the proposed alternative. The Principal changes the class configurations and one classroom will be reported as exceeding cap for exceptional circumstances.

High School Course Changes

Course selections in high school happen in the spring. Significant course changes at a school may create pressure to maintain class caps.

1. Schools should promote Nova Scotia Virtual School (NSVS) courses as a viable and positive option in public school programming.
2. Principals may combine classes in order to meet class size guidelines.
3. In order to meet class cap guidelines, it is understood that some students may be directed to an alternate course with available space.

Communication & Reporting

1. Principals and central office staff will work collaboratively to communicate and problem-solve to meet these Class Cap Guidelines.
2. The principal is responsible to review class sizes with staff and SAC as of September 30th.
3. The principal shall report all classes over the hard cap to their immediate supervisor as of September 30th.
4. Regional Executive Directors of Education/Superintendent shall report class sizes to the Department of Education and Early Childhood Development.
5. Following confirmation of all known exceptions to the class cap guidelines, classes exceeding cap for exceptional circumstances are posted during the first week of October.

Cape Breton Victoria Regional Centre for Education

Class Cap Report 2018-19

October 17, 2018

Please refer to the *Provincial Class Cap Guidelines*.

A. Number of classes over class caps as defined by the Provincial Class Cap Guidelines.

As per the Class Cap Guidelines, classes may exceed defined caps due to school capacity or as a result of exceptional circumstances.

#	School	Grade Level	Total Number of Classes	Number within Cap	% within Cap	Number Exceeding Cap	% Exceeding Cap
1	Baddeck Academy (Grades P to 12)	Grades P-2	3	3	100%	0	0%
		Grades 3-6	5	5	100%	0	0%
		Grades 7-9	30	30	100%	0	0%
		Grades 10-12	33	33	100%	0	0%
2	Boularderie School (Grades P to 5)	Grades P-2	2	2	100%	0	0%
		Grades 3-6	2	2	100%	0	0%
3	Bras d'Or Elementary (Grades P to 5)	Grades P-2	5	3	60%	2	40%
		Grades 3-6	4	4	100%	0	0%
4	Breton Education Centre (Grades 6 to 12)	Grades 3-6	4	4	100%	0	0%
		Grades 7-9	96	96	100%	0	0%
		Grades 10-12	104	104	100%	0	0%
5	Brookland Elementary (Grades P to 5)	Grades P-2	7	7	100%	0	0%
		Grades 3-6	7	7	100%	0	0%
6	Cabot Education Centre (Grades 6 to 12)	Grades 3-6	2	2	100%	0	0%
		Grades 7-9	37	37	100%	0	0%
		Grades 10-12	47	47	100%	0	0%
7	Cape Smokey Elementary (Grades P to 5)	Grades P-2	2	2	100%	0	0%
		Grades 3-6	2	2	100%	0	0%
8	Coxheath Elementary (Grades P to 5)	Grades P-2	6	6	100%	0	0%
		Grades 3-6	6	6	100%	0	0%

9	Cusack School (Grades P to 5)	Grades P-2	8	7	87.50%	1	12.50%
		Grades 3-6	6	6	100%	0	0%
10	Donkin Complex (Grades P to 8)	Grades P-2	2	2	100%	0	0%
		Grades 3-6	2	2	100%	0	0%
		Grades 7-9	17	17	100%	0	0%
11	Dr. T.L. Sullivan School (Grades 6 to 8)	Grades P-2	2	0	0%	2	100%
		Grades 3-6	7	7	100%	0	0%
		Grades 7-9	124	124	100%	0	0%
12	Ferrisview Elementary (Grades P to 5)	Grades P-2	5	5	100%	0	0%
		Grades 3-6	5	5	100%	0	0%
13	Glace Bay Elementary (Grades P to 5)	Grades P-2	8	8	100%	0	0%
		Grades 3-6	8	8	100%	0	0%
14	Glace Bay High School Grades 9 to 12)	Grades 7-9	85	84	99%	1	1%
		Grades 10-12	214	212	99%	2	1%
15	Greenfield Elementary (Grades P to 5)	Grades P-2	10	7	70%	3	30%
		Grades 3-6	10	10	100%	0	0%
16	Harbourside Elementary (Grades P to 5)	Grades P-2	7	7	100%	0	0%
		Grades 3-6	7	7	100%	0	0%
17	John Bernard Croak V.C. Memorial (Grades P to 5)	Grades P-2	5	5	100%	0	0%
		Grades 3-6	4	4	100%	0	0%
18	Jubilee Elementary (Grades P to 5)	Grades P-2	9	9	100%	0	0%
		Grades 3-6	6	6	100%	0	0%
19	Malcolm Munroe Middle School (Grades 6 to 8)	Grades 3-6	7	6	86%	1	14%
		Grades 7-9	173	173	100%	0	0%
20	Marion Bridge School (Grades P to 5)	Grades P-2	2	2	100%	0	0%
		Grades 3-6	2	2	100%	0	0%
21	Memorial High School (Grades 9 to 12)	Grades 7-9	67	67	100%	0	0%
		Grades 10-12	220	220	100%	0	0%
22	Middle River Consolidated (Grades P to 5)	Grades P-2	1	1	100%	0	0%
		Grades 3-6					
23	Mountainview Elementary (Grades P to 5)	Grades P-2	5	5	100%	0	0%
		Grades 3-6	5	5	100%	0	0%

24	North Highlands Elementary (Grades P to 5)	Grades P-2	3	3	100%	0	0%
		Grades 3-6	1	1	100%	0	0%
25	Oceanview Education Centre (Grades 6 to 8)	Grades 3-6	9	9	100%	0	0%
		Grades 7-9	173	173	100%	0	0%
26	Rankin School of the Narrows (Grades P to 12)	Grades P-2	2	2	100%	0	0%
		Grades 3-6	3	3	100%	0	0%
		Grades 7-9	25	25	100%	0	0%
		Grades 10-12	25	25	100%	0	0%
27	Riverside School (Grades P to 8)	Grades P-2	4	4	100%	0	0%
		Grades 3-6	4	4	100%	0	0%
		Grades 7-9	18	18	100%	0	0%
28	Riverview High School (Grades 9to 12)	Grades 7-9	86	85	99%	1	1%
		Grades 10-12	252	251	99.60%	1	0.40%
29	Robin Foote Elementary (Grades P to 5)	Grades P-2	2	0	0%	2	100%
		Grades 3-6	3	3	100%	0	0%
30	Seton Elementary (Grades P to 5)	Grades P-2	3	3	100%	0	0%
		Grades 3-6	3	3	100%	0	0%
31	Sherwood Park Education Centre (Grades 6 to 8)	Grades 3-6	5	5	100%	0	0%
		Grades 7-9	127	127	100%	0	0%
32	Shipyard Elementary (Grades P to 5)	Grades P-2	5	5	100%	0	0%
		Grades 3-6	5	5	100%	0	0%
33	St. Anne's Elementary (Grades P to 5)	Grades P-2	7	7	100%	0	0%
		Grades 3-6	6	6	100%	0	0%
35	Sydney Academy (Grades 9 to 12)	Grades 7-9	88	88	100%	0	0%
		Grades 10-12	222	222	100%	0	0%
36	Sydney Mines Middle School (Grades 6 to 8)	Grades 3-6	4	4	100%	0	0%
		Grades 7-9	75	75	100%	0	0%
37	Sydney River Elementary (Grades P to 5)	Grades P-2	5	5	100%	0	0%
		Grades 3-6	5	5	100%	0	0%
38	Tompkins Memorial Elementary (Grades P to 5)	Grades P-2	5	5	100%	0	0%
		Grades 3-6	5	5	100%	0	0%

39	Whitney Pier Memorial Middle School (Grades 6 to 8)	Grades 3-6	5	5	100%	0	0%
		Grades 7-9	96	96	100%	0	0%

Note: References to 'cap' refer to hard cap as defined in the Provincial Class Cap Guidelines.

Note: Grades P to 6 are identified by class. Grades 7 to 12 are identified by class sections.

Total number of classes/sections: 2718. Total number exceeding cap: 16. % Exceeding cap .59%

B. Circumstances for Exceeding Cap

Please see information for each class that exceeds class caps due to exceptional circumstances. It is recognized that there may be numerous reasons why it is necessary to exceed a hard cap.

	School Name	Grade Level	French Immersion Y/N	Actual Class Size	Number over Cap	Reason for Exceeding Cap	Procedure** for exceeding cap followed
						(School Capacity or Exceptional Circumstance Note: Rationale must be provided for exceptional circumstance)	(Y/N)
1	Bras d'Or Elementary	2	N	23	1	Exceptional Circumstances: Although students could be moved to accommodate the class cap, the current configuration better addresses issues of class composition when student profiles and curriculum have been considered. Teachers are in agreement and the situation has been reviewed with the SAC.	Y
		2/3	N	23	1		Y
2	Cusack Elementary	1	N	23	1	Exceptional Circumstances: Although students could be accommodated by a reconfiguration of classes, this would require a large disruption. After reviewing student profiles and the possible configurations, exceeding the cap by 1 student is the preferred option. Teachers are in agreement and the situation has been reviewed with the SAC.	Y

3	Dr. TL Sullivan	P/1	N	23	1	Exceptional Circumstances: Although students could be accommodated by a reconfiguration of classes, this would require a large disruption. After reviewing student profiles and the possible configurations, exceeding the cap by 1 student in the identified classes is the preferred option. Teachers are in agreement and the situation has been reviewed with the SAC.	Y
		1/2	N	23	1		Y
4	Greenfield Elementary	2	N	23	1	Exceptional Circumstances: Although students could be accommodated by a reconfiguration to create a 1/2 Combined class, the school has determined that exceeding the grade 2 classes by 1 student each is preferred to moving a small number of grade 2 students into a combined class. Teachers are in agreement and the situation has been reviewed with the SAC.	Y
		2	N	23	1		Y
		2	N	23	1		Y
5	Malcolm Munroe Middle School	6	Y	28	1	Exceptional Circumstances: The school has accommodated one student over the cap in Grade 6 Intensive French instead of reconfiguring the school. Consideration has also included past experience which indicates that students often move to English classes at various times in the school year. Reconfiguration regarding English classes may not be advantageous. The teachers are agreeable and the situation has been reviewed with the SAC.	Y

4	Robin Foote Elementary	P/1	N	23	1	Exceptional Circumstances: The Principal has already moved students to meet cap guidelines. Although students could be accommodated by a reconfiguration of classes, this would require a large disruption. After reviewing student profiles and the possible configurations, exceeding the cap by 1 student in both of these classes is the preferred option. Teachers are in agreement and the situation has been reviewed with the SAC.	Y
		1/2	N	23	1		Y
5	Glacé Bay High School	9	N	36	6	Exceptional Circumstances: This is Music 9 and Music 11/12 Combined. Based on the curriculum, it is preferred that the band practice in class together in order to have a well-balanced sound for the benefit of the group. This is common and best practice for Music teachers.	Y
		11/12	N	43	11		Y
		12	N	33	1	Exceptional Circumstances: This is Pre-calculus 12 that will run in Semester 2. Although this class exceeds the cap at this point, historically this class will decline in enrollment by the time it starts.	Y
6	Riverview High School	10/11/12	N	56	24	Exceptional Circumstances: This is Music 9 and Music 10/Music 11/Music 12 Combined. Based on the curriculum, it is preferred that the band practice in class together in order to have a well-balanced sound for the benefit of the group. This is common and best practice for Music teachers.	Y
		9	N	40	10		Y